

PROCEEDINGS OF THE BROWN COUNTY
EDUCATION & RECREATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Education & Recreation Committee** was held on Thursday, December 4, 2014 at the Southwest Branch Library, 974 Ninth Street, Green Bay, Wisconsin.

Present: Chair Vander Leest, Supervisor Van Dyck, Supervisor Katers, Supervisor Campbell, Supervisor Gruszynski
Also Present: Jeff Oudeans, Matt Kriese, Lori Denault, Supervisor Lund, Beth Lemke, Scott Anthes, Chad Weininger, Supervisor Landwehr

I. Call to Order.

The meeting was called to order by Chair Vander Leest at 5:15 p.m.

Chair John Vander Leest indicated that this was his last Ed and Rec Committee meeting. He noted that he started on the Committee in 2002 and has been Chairman four times. He has enjoyed his time on the Committee and stated that the Committee has always had good members who were willing to do their homework on quality of life issues. He highlighted some of the things the Committee has accomplished over the years including the Museum getting the Packers video series created as well as the Artist 210 program; the Parks Department expanding and improving the dog park and improving existing facilities through grants received; the Zoo being separated from the Parks Department and moving to an enterprise fund which has enabled growth and improvements including the Adventure Park. Vander Leest continued that the Golf Course has benefited from a new, much needed clubhouse in 2003 as well as the most-recent project of the new greens. He also indicated that the Golf Course hosted the State Amateur event in 2005. Vander Leest continued that the County has seen an increase in revenue from the lease of Nitschke Field and also mentioned the support given to the Southwest Branch of the Library and other improvements made in the Library system. Vander Leest thanked the current Committee and department heads for the good relationship they have shared and for their willingness and desire to work for the citizens of Brown County.

II. Approve/Modify Agenda.

Motion made by Supervisor Katers, seconded by Supervisor Van Dyck to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

III. Approve/modify minutes of October 28, 2014.

Motion made by Supervisor Campbell, seconded by Supervisor Katers to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

Comments from the Public. None

Communications

1. **Communication from Supervisor Robinson re: Have Education and Recreation Committee consider raising the admission fees for out-of-county residents when special exhibit is being displayed at the Neville Museum. *Referred from November County Board.***

Supervisor Van Dyck stated that he had spoken with Supervisor Robinson about this and it is fairly self-explanatory. Van Dyck personally felt that the suggestion had some merit, in

particular for special exhibits. He felt that charging out-of-county visitors, as well as county visitors more for special displays was not out of the question.

Museum Director Beth Lemke stated that her concern would be that if this is approved, that it be done consistently. She also noted that approval of this would have implications on the point of sale system, but she stated that she would not discourage the Committee from considering a change in the general admission as there has not been a change in the adult admission fee since 2005. Lemke will bring information on this back at the next meeting.

Motion made by Supervisor Van Dyck, seconded by Supervisor Campbell to refer to staff. Vote taken. MOTION CARRIED UNANIMOUSLY

2. **Communication from Supervisor Landwehr re: To have citation funds written by Parks Department staff, on Parks Department maintained trails, remain within the Parks Department budget. *Referred from November County Board.***

Supervisor Landwehr recalled that at a recent meeting staff mentioned that approximately 40% of trail users do not pay the required fees for use. Landwehr continued that in order to help the County get funds and maintain the trails and the County as a whole, he would like to see funds received as a result of the Park Department writing citations to stay with the Park Department. He continued that currently fees received as a result of citations go to the Public Safety Department and through their system, similar to a traffic ticket. Landwehr stated that he has spoken with Sheriff Gossage on this and Gossage is in full support of having staff try to come up with a way to keep funds received from Park Department citations with the Park Department. Landwehr would like to see if this Committee would be willing to send this communication to staff for further investigation.

Assistant Park Director Matt Kriese stated that he has spoken with Corporation Counsel regarding this issue. He felt that this could be looked at not so much as a revenue issue, but more as a compliance issue. It was Kriese's opinion that if tickets are issued for non-compliance on a regular basis, after a year or two people will understand that it is important to support the facilities they utilize by paying the appropriate fees. Kriese continued that the Planning Department issues citations on occasion, and those citations go through the civil process instead of through the quasi criminal process. He noted that fines that go through the Sheriff's Department tend to be a little bit steep and he does not want to give someone on the Fox River Trail a fine of \$200 or more. Kriese would rather see a non-compliant user get a fine in the neighborhood of \$50 - \$60 and he felt that as word spreads that fines will be issued, greater compliance would be seen.

Lund asked what the annual fee is for a trail pass and Kriese responded that the yearly fee for the Fox River Trail is \$20 but noted that they would be looking at this for boat landings, ski trails and bike trails as well. Lund felt that if someone is caught on the trail without paying, they should be made to purchase an annual pass. Kriese stated that that is what they do now and if they stop someone on the trail they have three working days to get an annual pass. He noted that many people do not pay until they get stopped and Lund felt that doubling the cost of an annual pass for unlawful use may be appropriate. Kriese agreed and stated that they do not want to make it too big of a deal, but something realistic.

Kriese continued that they write between 100 – 150 tickets per year for failure to comply with fees. These are straight forward parking tickets. Kriese stated that he will continue working

with Corporation Counsel on this and will also talk to Sheriff Gossage and bring information back at the next meeting.

Van Dyck felt that having some type of visible display would be in order. He noted that cars have licenses on them, he has a parking pass for County meetings and when you go to a ski hill you have a pass attached to your jacket. He thinks it is backwards in this day and age to buy a pass and not have it visible. He does not see anything wrong with a laminated card displayed on a bike and Kriese noted that the current passes are attached to the bike and the holder of the pass is advised to have the pass visible.

Motion made by Supervisor Van Dyck, seconded by Supervisor Katers to refer to staff to continue to evaluate and come back with a proposal. Vote taken. MOTION CARRIED UNANIMOUSLY

Golf Course

3. Budget Status Report for October, 2014.

Motion made by Supervisor Van Dyck, seconded by Supervisor Katers to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

4. Superintendent's Report.

Golf Course Superintendent Scott Anthes referred to his report contained in the agenda packet. He noted that the golf course officially closed on November 10. This is about a week earlier than normal and was due to the weather. The greens are currently mowed at .150 and the greens and tees and fairways were all sprayed with winter chemicals. Anthes continued that there were a few greens that were left uncovered to see how well it works. All accessories have been taken in for the winter and the drain inlets have been marked so they know where they are located. Additionally, the golf carts have been serviced and pulled down. Anthes noted that they no longer haul the carts away for the winter; they all remain at the golf course. Upcoming projects include tree trimming on holes 11, 12, 15 and 17 as well as shop organization. The shop organization will be done with the new mechanic so that everything is organized the way he wants it and will follow the LEAN initiatives. All equipment will also be washing and greased over the winter.

Anthes continued his report by stating that he has recently been elected to sit on the Wisconsin Golf Course Superintendent's Association Board of Directors for a two year term starting in January. Finally, Anthes stated that the resolutions passed at the October meeting will be on the agenda for the full board meeting in December.

Anthes thanked Vander Leest for all the work he has done for the golf course over the years and Vander Leest also thanked Anthes for all of his work.

Motion made by Supervisor Van Dyck, seconded by Supervisor Katers to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

NEW Zoo & Park Management

5. Park Management Budget Status Financial Report for October, 2014.

Motion made by Supervisor Katers, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

6. **Request for Approval of Letter of Intent between Wisconsin Public Service Corporation and the Park Department in regard to a funding opportunity that may take place in 2017.**
***The Proposed Project Plan is included for additional information.**

Assistant Park Director Matt Kriese gave a brief synopsis of the plan. He stated that WPS through a settlement with the Environmental Protection Agency was required to reduce their coal fired plant emissions and reduce the air pollution in three different facilities; one in Portage, one in Cassville and one in Sheboygan. Emissions must be reduced by 54,000 tons per year from the 2014 levels. Through the settlement, WPS is also required to do some enhancements and land acquisition projects, etc. Through discussions with WPS, they brought this to the Park Department at the end of last year and they liked the site near Barkhausen. They started investigating and realized that there are three potential landowners around Barkhausen that expressed a little bit of interest in selling property. The letter of intent goes with the plan which would not be implemented until 2017, if the County was chosen and Kriese noted that there is one other plant that is being considered. If Brown County does make the cut, the County will be notified at the end of 2016 and the letter of intent says the County would be willing to move forward and willing to potentially take that land as a donation from WPS. WPS would purchase the land and then transfer it to the County and the additional funds would be used for enhancement projects. The plan contained in the agenda packet outlines the different properties that are near Barkhausen and also identifies the different plans for enhancement. Kriese did not feel this would require any additional staff time as this relates to property and habitat type enhancements. The only exception would be a loop of a ski trail or hiking trail, but this would require minimal maintenance.

Supervisor Katers asked Kriese what he felt the chances are that Brown County would get this. Kriese stated that his understanding is that Brown County has a 50-50 shot. At this time Kriese is simply interested in making the County aware of this and that they would be willing to move in that direction if chosen. Kriese stated that he would like the letter of intent approved at this time, depending on how the County wishes to move forward, just so there is a record that this has gone through the appropriate channels.

Supervisor Lund asked if this has been brought to the attention of the Village of Suamico. Kriese indicated that it has not. He indicated that WPS did not want to release this yet, but Kriese advised that that he needed to run this by the County Board, but it has been somewhat quiet until now. After this, it will be brought to the Village of Suamico.

Van Dyck stated that he appreciated the EPA suing WPS so that the taxpayers can pay higher rates to fund this. Kriese noted that this is about an \$8.5 million dollar settlement.

Motion made by Supervisor Van Dyck, seconded by Supervisor Katers to approve letter of intent.
Vote taken. MOTION CARRIED UNANIMOUSLY

7. **Budget Adjustment Request (14-100): Any increase in expenses with an offsetting increase in revenue.**

The Parks Department has been awarded two Federal Recreational Trails Program grants to fund the replacement of 11 culverts which are part of the Fox River Trail and two culverts which are part of the Mountain Bay Trail. The match requirement for these awards will be met by funding from the State of Wisconsin, Knowles-Nelson Stewardship Fund and use of fund

balance. This was determined to be necessary for the protection of the trail bed and the safety of trail users. The award period is August, 2014 to June, 2015.

Motion made by Supervisor Katers, seconded by Supervisor Campbell to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

8. Field Staff Reports / Attendance Reports.

Kriese stated that staff reports are included in the agenda packet. Katers asked if this is a "down" time of year. Kriese stated that it was, especially in light of the non-traditional weather. The Parks Department is transitioning into getting the winter equipment out and they are beginning to put some of the summer equipment in storage.

Van Dyck asked if Lily Lake had been restocked and Kriese stated that he knows that it was restocked once for sure and probably twice.

Motion made by Supervisor Campbell, seconded by Supervisor Van Dyck to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

9. Assistant Park Director's Report.

Assistant Park Director Matt Kriese provided a Director's Report which was contained in the agenda packet. He highlighted several area of this report, including the docks at the Suamico boat landing. He indicated that the docks are scheduled for replacement this year. The top deck needs replacement on the middle dock and the two outsides will be replaced with a wider, more stable system. The bids came in before this meeting but Kriese has not had a chance to look at them yet, but noted that they received a bid from the original manufacturer who was surprised that the docks had lasted as long as they did. Normal life expectancy for the docks is about 15 years and the current docks have been in place for about 28 years. Staff will be working on this project over the winter months.

Kriese noted that staff has been busy with winter preparation and have already been out rolling ski trails. There is roughly two inches of snow at the Reforestation Camp and although some skiers would like to see the trails groomed now, Kriese will wait on this until there is more snow. Kriese also reported that they are working towards a Friends establishment with the Reforestation Camp for the entire community of users including skiers, bikers, snowmobilers and horse riders. The group will be one joint group and he has been working with Corporation Counsel to get waivers that would allow Friends to do some of the grooming.

Lund asked if there were trails at the Reforestation Camp for fat tire bikes. Kriese said that there is, but there is a complete separation between the fat bike trails and the ski trails. Kriese stated that last year was the first year they had the fat tire trails and he said that there is reasonable use and it is increasing.

Kriese continued that they are looking at doing a minor logging project at the Reforestation Camp over the winter. This project is not so much a revenue generator but is more to thin some trees out near the Adventure Park for safety reasons. Kriese also reported that the Feaker property next to the Fairgrounds is going to be going to De Pere Planning as a housing development. He shared a copy of the proposed housing development plan with the Committee. He noted that parking at the Fairgrounds needs to be examined and they will try to think outside of the box. He has worked with the Visitor Convention Bureau as to shuttling

people into the site and he is confident that a new solution will happen. Supervisor Campbell mentioned using Ashwaubomay Park in those plans and Kriese noted that they will. Campbell felt that the County needs to reach out to some of the Ashwaubenon Parks and indicated that Ashwaubenon would be willing to cooperate. Katers asked about the possibility of using the De Pere Ice Center for parking but Campbell stated that she did not know if that would be feasible due to the number of events that the ice center holds.

Kriese continued that the deer hunting season was successful and there were no injuries or other problems. Finally, Kriese noted that he is working with the City of Green Bay on the Open Streets event that will utilize the Fox River Trail. Kriese said they are allowed two free days of use on the Trail. They use one of these days for the National Trails Day the first week of June and are looking to use the second day for this event.

Vander Leest recalled that in the past numerous people had brought forward the idea of plowing the Fox River Trail for winter use and this seems to come up every year. Vander Leest said that estimates had been put together for both having the County do the plowing and also having a third party do the plowing and these estimates were contained in previous meeting minutes. He just wanted it on the record that those costs had been calculated and are available.

Motion made by Supervisor Gruszynski, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

10. NEW Zoo Budget Status Financial Report for October, 2014.

Motion made by Supervisor Van Dyck, seconded by Supervisor Katers to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

11. NEW Zoo Monthly Activity Report:

a. Operations Report:

- i. Admissions, Revenue, Attendance Report.**
- ii. Gift Shop, Mayan Zoo Pass Revenue Report.**

Park Director Neil Anderson noted that November attendance at the NEW Zoo was 1,521 which brings the total to 240,000 to finish the year. Last year they finished the year with attendance of about 218,000. He also indicated that they are gearing up to completely renovate the gift shop so there is a new look for next year. Anderson also indicated that gift certificates are available.

Motion made by Supervisor Van Dyck, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

b. Curator Report.

Anderson stated that there is a new red panda at the Zoo. This is a young male and they expect to get a new young female next year. The older male they currently have is about 16 years old, and, although his teeth are bad, his blood work is good. The red wolf pups are growing and are very vocal. Anderson continued that the Zoo received a generous donation from the James and Jane Watermolen Foundation to extend the exhibit. They added an area onto the exhibit to shift them off when they need to be separated while establishing their dominance. The wolves should remain at the NEW Zoo for about two years and will then be going to another Zoo. Anderson was very thankful for the donation and noted that the addition to the exhibit is almost complete. Additionally, the last of the laughing kookaburras was sent off to a Zoo in Boise.

Anderson continued that the new animal hospital is coming along well and is at the point where it will be winterized and they will start back up this spring. The fundraising for this project is also going well.

Katers asked about the fox that had arrived recently at the Zoo as referenced in Anderson's written report and Anderson explained that the fox had been a family's pet and is doing well at the Zoo.

Motion made by Supervisor Van Dyck, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

c. Education & Volunteer Report.

Anderson stated that they are currently taking reservations for the summer programs for next year. These are popular events and are filling up. There is also some onsite programming going on and the staff continues to work hard on these programs. Anderson also reported that the Zoo has over 27,000 Facebook fans which is fantastic.

Motion made by Supervisor Campbell, seconded by Supervisor Gruszynski to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

d. Maintenance Report.

A maintenance report was included in the agenda packet. Anderson reported that they are in the processing of getting everything winterized. He indicated that there is a furnace in one of the buildings that they have had to do a little work on and this will need to be replaced in the future. Maintenance staff is gearing up for the Holiday Fest that will be coming up.

Motion made by Supervisor by Van Dyck, seconded by Supervisor Katers to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

12. Zoo Director Report.

Anderson reported that Zesty's had presented a check to the Zoo in the amount of \$1,200 from their Wednesday specials. Zesty's has been a great supporter of the Zoo and would like to expand their partnership. Anderson also commented on Holiday Fest that is coming up and provided the Committee with information, a copy of which is attached. He noted that Santa will arrive via Eagle III helicopter, weather permitting. The event will also feature a pancake breakfast with Santa and horse drawn wagon rides.

Anderson also reported that the Zoo will be expanding programming on Fox 11 by having two segments on Saturdays instead of one. The Saturday programming has been helpful in the past in reminding people to come out on the weekends.

Anderson concluded by thanking Vander Leest for the support he has given the Zoo over the years. Kriese also thanked Vander Leest.

Motion made by Supervisor Gruszynski, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Museum

13. October 2014 Attendance.

Museum Director Beth Lemke reported that things are going well at the Museum. She was happy to report that October attendance was up 37% over 2013 and there was also a 65% increase in admissions revenue. Van Dyck asked for clarification as to what the outreach numbers were for. Lemke stated that they have been out doing different things such as the Bellevue Trick or Treat event, several presentations and participating in the Downtown Holiday Parade. They kept track of how many pieces of promotional material they passed out and are working on increasing visibility in the community. Van Dyck asked if outreach numbers have been included in the attendance numbers in the past and Lemke responded that to her knowledge they have. Van Dyck would like to see the outreach numbers broken out of the revenue numbers as the outreach does not result in income. Van Dyck felt that the attendance figures should only be for people actually coming into the building. Lemke explained the reports further and that the actual attendance is also being tracked. From now on Van Dyck would like the attendance report to only show figures for feet in the door. Lemke said that there are different ways to measure this and felt that it was about both the onsite presence and the offsite presence. It was Campbell's opinion that the outreach events are a real asset and she was happy to see the Museum pursuing these events.

**Motion made by Supervisor Van Dyck, seconded by Supervisor Katers to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY**

14. Attendance 5-Year Span.

**Motion made by Supervisor Van Dyck, seconded by Supervisor Katers to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY**

15. Budget Status Report.

Lemke reported that the Museum staff has been working hard on keeping expenses in line with revenue projections. They are doing whatever they can to avoid spending.

Motion made by Supervisor Campbell, seconded by Supervisor Van Dyck to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

16. Museum Budget by Classification.

Lemke stated that this is just a different way to look at the same numbers, however the document was not included in the agenda packet.

**Motion made by Supervisor Van Dyck, seconded by Supervisor Campbell to hold for one month.
Vote taken. MOTION CARRIED UNANIMOUSLY**

17. Resolution re: Table of Organization Change for the Museum – Office Manager I & Technician – Research.

Lemke stated that this change is being made to put the Neville in the best position looking forward. She stated that between the Deputy Director position and her position, they should be able to accomplish the financial obligations they have to the County. She is advocating for a Technician that focuses on research and noted that the area where they are significantly lacking

is the understanding of the two databases, the collections database and the point of sales database. She continued that a database is only as good as the information that is put into it and the information for the point of sale database was not put in correctly and there will be ramifications with this going forward when pulling numbers from the system. The Museum is in definite need of someone who can help in this area and someone who can be a programmatic support person to assist the education specialist or curator. This technician could also deal with the photo research requests which number in the thousands in a year. This proposed Technician would be the third one on the org chart.

Lemke continued that since the Office Manager resigned in October, she has been taking over those duties and this has allowed her the opportunity to see what she should be doing from a financial obligation to the County and also what types of things the Deputy Director should be doing.

Katers stated that the proposed position seems to be quite broad and asked Lemke if she felt she would be able to find someone qualified. Lemke stated that she has put a great deal of thought in where the Museum needs to be going and she felt that she would be able to fill the position and is excited to see what sorts of applicants they get.

**Motion made by Supervisor Van Dyck, seconded by Supervisor Katers to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY**

18. Director's Report.

Museum Director Beth Lemke reported that the Museum recently hosted the Christmas Tree Jubilee in connection with Connect, Inc. Twenty-five beautifully decorated Christmas trees were set up in the classroom and the event drew 172 people to the Museum. In working the event, Museum staff found that many of the attendees had never been to the Museum before and some did not even know the Museum was there.

Lemke continued that the Let Me Be Frank production was fantastic and the proceeds it brought in were very nice. Lemke also reported that staff walked in the Holiday Parade and passed out information. Additionally, the Museum will be taking place in US Bank Eve and the centennial celebration will be kicked off at that time. She continued that they are also working with the dinosaur artist, Don De Baker, and Renco Machine to have birthday hats made for the dinosaurs in front of the Museum. Lemke stated that Renco Machine needs to be thanked for both the birthday hats and for the previous work they did in getting the dinosaur tails up off the ground.

Lemke stated that the audience analysis produced just shy of 500 surveys and Metacomm is currently working on analyzing the data and are getting ready to put out a draft report. Lund asked Lemke if the money included in the budget for promotions was going to be used as he does not want to see it not spent. Lemke assured that it would be used and indicated there are a multitude of different projects in the works, including work with in-kind partnerships.

Van Dyck commented that in comparison to the last strategic report, what has been done so far this time is a vast improvement. He felt this go around has someone coming at it from a completely neutral perspective and is looking at it from the standpoint of there really does not have to be a museum so now prove why there has to be one and how to sell it. Van Dyck appreciated the way this is being approached. Lemke was hopeful to have a draft report before the holidays so that the Committee and Foundation Board could review it.

Lemke concluded that November's revenue was fantastic.

**Motion made by Supervisor Campbell, seconded by Supervisor Katers to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY**

Library

19. Budget Status Financial Report for October, 2014.

Motion made by Supervisor Van Dyck, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

20. Update and possible action regarding hiring an architect for Southwest Branch Library addition. *October motion: To refer to staff to work in conjunction with library staff including Library Board to look at what the most appropriate process would be in regard to hiring an architect.*

Director of Administration Chad Weininger indicated that three bids were received for this project. These bids were distributed to the Committee and copies are attached. Weininger explained that Facility Manager Jeff Oudeans is heading up the project. The proposed addition would be about 1,100 square feet at the northwest corner of the current building. The bids were as follows:

Ben Schenkelberg	\$5,500
Boldt Technical Services	\$27,200
Raasch Engineers Architects	\$29,400

Weininger stated that the bid from Schenkelberg was more of a gift as he has done a number of other projects with the County and Weininger felt that Schenkelberg looks at this more as a favor in helping expand the Library.

Oudeans added that he took verbatim what Schenkelberg gave and sent it to Boldt and Raasch. Weininger stated the goal is to make sure that the Library staff and Library Board comes up with a design that will work. There is no action necessary to move forward and Weininger recommended that the next step before going out for bids would be to bring the design back to see that it is appropriate for everyone. After that, the project can go out for bids and then a discussion can take place as to where the dollars from the project will come from. Vander Leest felt that it may be appropriate to have a joint Ed and Rec and Planning, Development and Transportation Committee meeting to discuss funding for the project. Weininger will look into this and provide the options available for funding. Van Dyck recalled an earlier communication that had been approved that anything to do with facilities that fall under the Ed & Rec Committee should be handled through Ed & Rec rather than Planning, Development.

Lund felt that the bid should be approved tonight for the architectural services to get the project started. Weininger stated that technically the bid does not have to be approved, but Lund felt it would make a positive statement that the County is working on this and name the architect.

Katers asked the representative of the Library Board in attendance for input on both a personal level and also from the Library Board's standpoint. Chris Wagner introduced himself and stated that he was attending this meeting on behalf of Library Board President Kathy Pletcher. He noted that he is not in a position to speak on behalf of the Board per se, but he was happy to

provide his own thoughts. He noted that in terms of the renovations, he would never look a gift horse in the mouth, however, he noted that the renovation of the Southwest Branch may not be his first priority of things that need to be done within the entire Library system. At the same time, however, if this can be done, he does not have any difficulty with it. He stated that there is some concern from staff as to the proposed layout and if additional staff will be required to man the additional public square foot and, if so, how that would be budgeted. Wagner also stated that he would hope energy efficiencies would be included in the project.

Katers asked Wagner what his thoughts were of the first design proposed by Supervisor Zima compared to the design that is now being proposed. Wagner responded that any time you build something, you do not want to have areas that are out of site and he felt that the first proposal included some dead space where kids or other people could get into and he did not think this made sense. He thinks the second layout makes much more sense.

Lund congratulated Vander Leest on the work he has done on the Committee over the years and stated that he has done a good job for many years.

Lund continued that he has talked to Schenkelberg about this. Schenkelberg came to the Library and looked at the set up and talked to staff regarding flow and other matters. Lund also commented on the Central Library and feels that the County Board needs to be committed to some reasonable upgrades at the Central Library. He noted that this proposed project at the Southwest Branch does not preclude projects at the Central Library.

Van Dyck referenced the vast difference in the bids that were presented and wanted to make it clear that what was included in the bids was comparable and the very large difference is due to Schenkelberg doing the work as more of a favor to the County. Lund stated that this was correct and noted that Schenkelberg has done other projects for the County gratis. Van Dyck just wanted to make it very clear that the services that were outlined in all of the documents were the same. Oudeans confirmed that the bids were apples to apples.

Campbell stated that she had been assured that the proposed layout would not require any additional staff, however, Van Dyck felt that that statement should wait. Vander Leest said that the discussion had been that the new design does not include any out of site areas.

Wagner stated that in his mind this project is not just adding on to the Library. He also felt that the project needs to include making sure that all systems are up to date in the entire structure. Oudeans stated that the project will include a full code review.

Katers noted that Schenkelberg's bid states that the proposal is for architectural and mechanical services and, if selected, will work with their consultants to complete their documents. Katers asked if this meant that the cost will increase with the consultants. Lund confirmed that the County would not incur more than \$5,500. If there are additional costs beyond that, Schenkelberg would cover those. Weininger stated that he had also followed up with a phone conversation with Schenkelberg and Schenkelberg advised him that his bill to the County would not exceed \$5,500.

Katers indicated that he will abstain from voting on this due to a conflict of interest as Rassch is his employer, however, he did provide his thoughts and personal viewpoint. He indicated he was not a huge fan of the proposed addition because it is completely opposite in construction as compared to the current building. He felt the proposed addition is more of a residential type of

addition to a building that has been here for many, many years and he would like to see the building be here for at least another 50 years. His opinion is that an addition needs to match more with the existing facility.

Vander Leest stated that he supports the addition. He stated that the Southwest Branch is a big part of West Green Bay and he grew up going to the Library as a child. He noted that on many occasions the Library is full and the addition will allow more space for more programming. He felt the addition was a good value for the money and that it was a better route than before with some of the costs from Boldt. He felt that Schneckelberg will do a great job as he has done a great job with a number of other great facilities at the NEW Zoo and he felt that that was a good path forward and he fully supports moving forward.

Campbell concurred with everything Vander Leest said and added that she felt that Schenkelberg understands the value of the Library as do most of the people who live on the West side of Green Bay. Campbell felt that the addition was much needed and has been needed for quite a long time and acting on it at this time is prudent and she supports it fully.

Van Dyck stated that in moving forward there needs to be recognition and support of the fact that it is quite likely that there will be increased operating costs for the facility. He felt the focus seemed to be on the fact that the addition is only 1,100 square feet, but this is close to a 30 – 40% increase in overall square footage and he felt it was naïve to think that it would not increase costs. He noted that there would be a need for computers and books as well as programming. Increasing services will require people to implement these things and he wanted to make sure that people were cognizant of this at budget time.

On another note, Katers asked Oudeans to look into options for the placement of the dumpster in the parking lot as it is taking up a valuable parking spot. Oudeans stated that Facilities do not handle the dumpsters, but Lori Denault stated that she would look into this.

Motion made by Supervisor Campbell, seconded by Supervisor Van Dyck to approve the bid of Ben Schenkelberg for architectural services for the Southwest Branch Library addition, not to exceed \$5,500.00 and bring back to the Education and Recreation Committee for review before project is sent out for bid. Vote taken. Ayes: Vander Leest, Campbell, Van Dyck, Gruszynski Abstain: Katers. MOTION CARRIED

21. **Library Report.**

Chris Wagner provided a report on behalf of Lynn Pletcher. He noted that they are currently working with a consulting firm for a new Library Director. They have received 20 applications, seven which appeared viable and they are currently in the process of checking backgrounds and references. It was anticipated that they will bring candidates in for interviews during the week of January 12, 2015. The public and committee will also be invited to this to provide feedback. In the interim, Kathy Pletcher has been filling in and meets with the team at the Library weekly to go over things and he also wished to compliment Lori Denault for all of the work she and Kimberly Young have done in making a smooth transition and keeping things running smoothly.

Lori Denault updated the Committee with a few things that are going on. She stated that a material handling system is currently being installed at the Wyers-Hilliard branch. This system automatically checks in returned items and sorts them which is a big benefit to staff and frees

them up to do other things. It also is beneficial to to users as the materials are checked in immediately. She is hopeful that this system will be operational next week.

Denault also wished to comment on a safety issue at the Ashwaubenon branch with regard to the electrical system. She indicated that in working with conjunction with WPS, WPS has volunteered to add a main disconnect switch and because staff will work on this with WPS, the work will not occur on a Sunday which will result in savings of about \$2,100. She did note, however, that this project will result in a late opening on either a Tuesday or Wednesday in mid to late December. Vander Leest wanted Denault to make sure that the late opening is put out in a press release a few times and also post notices around the Village of Ashwaubenon to make the public aware of this.

Vander Leest thanked the Library for hosting the meeting. With regard to the Library Director, Vander Leest felt that someone with experience with capital campaigns and fundraising would be a plus as well as someone with a gregarious personality who is ready to get things done as there are challenges ahead for the Library.

Motion made by Supervisor Katers, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Resch Centre/Arena/Shopko Hall - No agenda items.

Other

22. Audit of bills.

Motion made by Supervisor Katers, seconded by Supervisor Van Dyck to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

23. Such other matters as authorized by law.

a. Discussion regarding January dates – Meeting currently lands on New Year's Day.

It was indicated that the normal meeting date for January falls on New Years Day. A discussion was held with regard to an alternate date and January 8, 2015 was selected.

Campbell thanked Vander Leest for his work on the Committee over the years and wished him well in his new position as Clerk of Courts.

24. Adjourn.

Motion made by Supervisor Vander Leest, seconded by Supervisor Campbell to adjourn at 6:48 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary



For Immediate Release:

The NEW Zoo's "Holiday Fest" Returns!

The NEW Zoo will be hosting its annual Holiday Fest on December 12th and 13th.*

Santa is stopping by the NEW Zoo on December 12th and 13th. You can let him know what is on your Christmas wish list – and make sure you are on his "nice" list! Santa will be on-site on Friday and Saturday evening from 5 p.m. to 8 p.m. In addition, you can stop by the Mayan Restaurant from 8 a.m. to 12 p.m. and have **Breakfast with Santa** on Saturday morning, December 13. Enjoy all you can eat pancakes and porkies. The price is just \$6 for adults (ages 16 and up) and \$4 for children and seniors, in addition to zoo admission.

Santa will be arriving at the ball diamond across the street from the Zoo for breakfast at 8:00am on the helicopter Eagle III. Stop on over for the landing and welcome Santa to the zoo! Eagle III is weather permitting, of course, since Rudolph will not be guiding the helicopter.

Take a **horse-drawn wagon ride** through the woods from 5 p.m. to 8 p.m. both nights. The ride is just \$2 per person and will operate as weather permits. After your "sleigh ride", warm up in the Mayan Restaurant with a hot beverage. Don't forget to stop by the Education & Conservation Center to get up-close and personal by meeting some of our live animal ambassadors and join in the "edZoocational" fun!

Check out our **Paws and Claws Gift Shop** and take advantage of saving 50% off all plush animals, toys and NEW Zoo & Adventure Park apparel. This sale runs on the 12th and 13th only and does not include discounts on admission or Zoo Pass purchases.

**(Regular zoo admission is required for this event, with the exception of the gift shop.)*

NEW Zoo admission fees are: \$7 Adults, \$5 Children (ages 3-15) & \$5 Seniors (62 and older), and Children 2 and under are free

Winter hours are 9 a.m. to 4 p.m.

Additional information about the zoo, including upcoming events, can also be found on our website at www.newzoo.org



The NEW Zoo is an always new, natural adventure that promotes recreation, education and conservation through encounters with live animals.

The NEW Zoo is one of only six AZA accredited zoos in the country that does not receive local or regional public tax support for the its annual operations.

Santa is Arriving at the NEW Zoo & Adventure Park's Holiday Fest via Eagle III

In order to give his reindeer a chance to rest up before their long Christmas Eve journey, Santa will be arriving at the NEW Zoo & Adventure Park's annual "Breakfast with Santa"* at 8:00 a.m. on Saturday, December 13th, with the help of the Eagle III Helicopter**. He will land in the baseball diamond across the road from the Zoo. Bring your camera and help welcome Santa by joining him for breakfast in the Mayan Restaurant at the NEW Zoo & Adventure Park!



Photo courtesy of Eagle III

**(Regular zoo admission and "Breakfast with Santa" tickets are required for this event.*

There is no charge to watch the arrival of Santa and Eagle III.)

*** (Contingent on weather conditions and medical transport availability.)*

NEW Zoo admission fees are: \$7 Adults, \$5 Children (ages 3-15) & \$5 Seniors (62 and older) and Children (2 and under) are free

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BEN SCHENKELBERG
A R C H I T E C T

Jeff Oudeans
Brown County Facilities
2198 Glendale
Howard, WI

(920) 662-2001 3309 Spur Lane
(920) 662-2242 Fax Green Bay, WI 54313

bmsarchitect1@aol.com
RE: Addition
S.W. Green Bay Branch Library
974 9th Street
Green Bay, WI

Dear Jeff,

Thank You for the opportunity to provide a quote of services for the above project.

My proposal is for architectural and mechanical services. If selected, we will work with our consultants to complete their documents.

Please review my information. If there are any questions, call me prior to making a final selection.

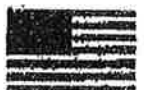
If selected, I will provide ample time to meet with library staff to discuss their needs in a timely fashion.

Our services would be as follows:

1. All required meetings to accomplish our work
2. Drawings and revisions as the work progresses
3. Once we settle on a floor plan, our documents would be turned over to our consultants for HVAC, plumbing, electrical and fire protection
4. Beyond our floor plans, we will provide details of elevations, wall sections, structural, design requirements and details required to bid and perform work.
5. We will provide architectural specifications relating to materials, process and products
6. We will review architectural shop drawings submitted by the contractors
7. We will provide administrative duties to accomplish the work that is under our direction
8. We will provide signed architectural documents, provide building code review and required inspection reports
9. We will acquire the certificate of occupancy from the building and fire department
10. Color and materials selection if requested by owner
11. We will evaluate the existing building for code compliance

ARCHITECTURE

COMMERCIAL ■ HEALTHCARE ■ INDUSTRIAL ■ MUNICIPAL & EDUCATIONAL FACILITIES
CONNECTICUT ■ MASSACHUSETTS ■ WISCONSIN



20

BEN SCHENKELBERG
A R C H I T E C T

(920) 662-2001 3309 Spur Lane
(920) 662-2242 Fax Green Bay, WI 54313
bmsarchitect1@aol.com

OUR FEE FOR SERVICES OUTLINED ABOVE WOULD BE:

Our fee for the above services not to exceed \$5,500.00

Billing would be submitted as our work progresses until completion of the contract.
Billing would be due (ten) days from dated bill.

There is no interest charged. No penalty for termination of services.

Our services also include all out of pocket expenses related to the work which includes:

Travel	Postage
Printing	Overnight Delivery
Communications	

We carry professional liability insurance, 2 million coverage

Our fee does not include:

Soil tests-if required
Legal costs
Owner insurance
Owner-(administrative costs)
Building permits and related local or state fees
Hazard materials report
The owner shall provide as-built drawings if available

Again, Thank You for allowing us to be a possible teammate on this project.

Very Truly Yours,


Ben Schenkelberg, Architect

ARCHITECTURE

COMMERCIAL ■ HEALTHCARE ■ INDUSTRIAL ■ MUNICIPAL & EDUCATIONAL FACILITIES
CONNECTICUT ■ MASSACHUSETTS ■ WISCONSIN



20



**RESPONSE TO
REQUEST FOR Quote**

FOR

**ENGINEERING SERVICES
FOR
Addition at Brown County
Southwest Branch Library**

November 18, 2014

November 19, 2014

Brown County Purchasing
305 E. Walnut St. 5th Floor
Green Bay, WI 54301

Attention: Jeff Oudeans

Re: Proposal for Brown County Southwest Branch Library Addition

Dear Jeff:

Thank you for giving Raasch Engineers and Architects the opportunity to provide a quote for the architectural and engineering services for the design of the Brown County Southwest Library Addition.

SCOPE OF RAASCH SERVICES

The following quote is to provide Architectural and Engineering Consulting Services and Construction Drawings for the modifications based on the preliminary addition description provided via e-mail dated 11/17/14. The basic design is for an 1,100 sf addition to the northeast side of the existing facility.

The scope of services will incorporate complete project design as outlined in the attached document and will include all engineering, construction assistance and as-built documentation.

Civil Design – Modifications to existing site topo, revised sidewalk, landscaping
Architectural Design – Code Study, architectural design, finishes schedule, detailing
Structural Engineering – Footing/foundation, shear wall and roof truss engineering
Electrical Engineering – All power and data engineering
Mechanical Engineering – Study and design proposed Heating/Cooling for addition
Specifications – Comprehensive specifications for all related work

<u>Phase of project</u>	<u>Fee</u>
Preliminary Design/Code Analysis	4,500
Construction Documents	21,650
<u>Construction Administration/Site Visits</u>	<u>3,250</u>
Total:	\$29,400

Services not included in fee include; geotechnical report, topography mapping, permitting fees, Owner costs, Hazardous material testing/removal and associated fees to redesign based on unacceptable bid pricing.

We anticipate a design timeframe of five weeks based on notice to proceed to bid documents.

We trust that this proposal covers all of the pertinent information and clearly defines the project. Please call me if you have any questions or would need more information. We thank you for requesting this proposal.

Sincerely,



Mark Chambers
Raasch Engineers + Architects

FIRM PROFILE

MISSION STATEMENT:

We will serve our clients with commitment to high quality, innovative engineering, architectural and project management services.

Our designs will reflect the client's objectives by evaluating budgeted costs, schedules, and corporate goals. To achieve these results, our values and principles are:

■ Consistency

- Management team together for 20 years
- Working managers/owners
- Cumulative knowledge base
- In-house design service

■ Responsiveness

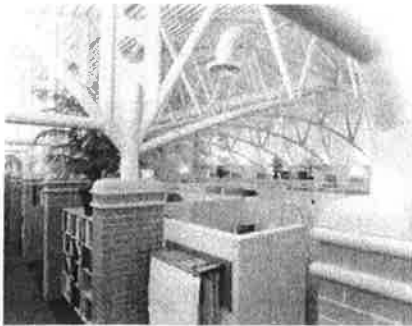
- Sized for quick response
- Focused decision making
- Collaborative attitude

■ Economics

- Low cost solutions
- Optimum/economic construction to achieve solution

■ Talent

- Multi-disciplined, interconnected staff fosters innovation
- Depth of experience



General Information

- Raasch Engineers|Architects is a highly motivated and environmentally conscientious group of design professionals working in teams to supply architectural and engineering services. We are a fully integrated design A/E firm including architectural, civil, structural, HVAC, mechanical, electrical, process mechanical, and project management services. We are registered in 26 states and are working on projects nationwide. Our firm was incorporated in 1993.

Engineering & Architecture Profile

- Our full-time professional staff includes the following:

Architect*	3
Architectural Designer	2
Civil Designer	1
Structural Engineer	2
Structural Designer	2
Mechanical Engineer*	2
Electrical Engineer*	3
Electrical Designer	3
Administration	1

* Currently (5) of our staff are LEED Accredited Professionals

(7) of our staff are Registered P.E.

(3) of our staff are Registered Architects

Office

- Raasch Engineers|Architects
- 400 AMS Court
- Green Bay, WI 54313

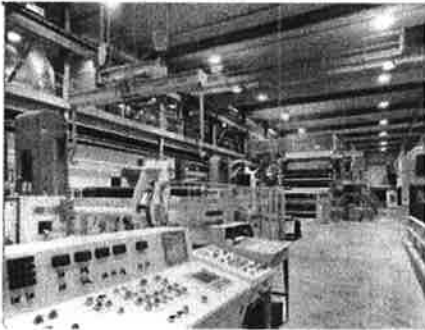
Contact Information

- 920.434.2128
- Gary Schneider, President
- gsch@raaschassoc.com
- www.raaschassoc.com

Raasch
ENGINEERS | ARCHITECTS

CLIENT BASE & TYPE OF PROJECTS

Key: R = Remodeling
N = New Building
E = Engineering



COMMERCIAL

■ Educational

Bellin College of Nursing (N)
Rasmussen College (N)
Ashwaubenon School District (E)
Green Bay School District (E)
Lakeshore Technical College (E)

■ Healthcare

Prevea Clinic (R)
Dr. Tim Rasor Clinic (N)
Community Memorial Hospital (E)
St. Vincent Hospital (R)
Woodlands of Oconto (R)
Woodlands of Gillett (N,R)
North Shore Foot & Ankle (N)
Bellin College of Nursing (N)
Lutheran Social Services (R)
Aurora BayCare
• Vince Lombardi Cancer Center (R)
• Endoscopy (R)
• MRI (R)
• Batting Cages (N)
• Hand Clinic (R)
• Radiation Oncology (N,R)
• ESC/Clinical Engineering (R)
• Locker & Exercise Rooms (R)
• Greenbrier Cafe (R)
• Scope Processing & Steam Generator (R)
Prevea (R)
United Health Group (E)

■ Office Corporate

WS Packaging (N)
American Medical Security (N,R)
Liberty Mutual (E)
Direct Development Inc. (N,R)
PDQ (N)
Jewelers Mutual (R)
Wisconsin Public Service (R,E)
Corcoran Glass

Neighborworks
CNA Insurance (E)

■ Public

State of Wisconsin (R,E)
Brown County (R,E)
Village of Ashwaubenon (E)
Shawano County (E)
Outagamie County (R)
Heritage Hill (N,R)
Winnebago County (E)
City of Appleton (R, E)

■ Retail

Barnes and Noble (N)
Bed Bath and Beyond (N)
Shopko (N,R)
Rocky Mountain Chocolate Factory (R)
Besaw Development (R,N)
Door County Coffee and Tea (N)
Bed Bath and Beyond (N)
Shopko (N,R)
Martin Development (E)
Lindemans Cleaning (N)
Direct Development (R,N,E)
Juza Development (N)
Pamida (N)
Family Dollar (N)
Piggly Wiggly (N)
Miller Bradford (N)

■ Telecommunications / Data Centers

McLeod USA (N,R,E)
Schneider National (N,R)
RR Donnelley Response Marketing Services (N,E)
Netsonic (R)
WBAY (E)
Cellcom (R)

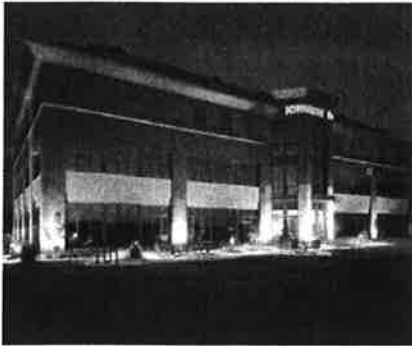
■ Theaters/Entertainment

NEW Zoo (N)

Raasch
ENGINEERS | ARCHITECTS

CLIENT BASE & TYPE OF PROJECTS

Key: R = Remodeling
N = New Building
E = Engineering



Meyer Theatre (R)
IMAX (N)
Savannah Multiplex (N)
Resch Center (E, R)

Neighborworks (R)
Private Residences-Select Clients (N)
Key Railroad (E)

■ Financial

Smith Barney (N)
Johnson Bank (N)
US Bank (R)
Bay Bank (N)
Bank One (N,R)
First Northern Savings (N,R)
Nicolet Bank (N)

■ Religious

Pathways Church (N)
Green Bay Community Church (E)
Ascension Lutheran Church (E)

■ Hospitality

Comfort Suites (R,N,E)
National Hospitality Services (E)
Excel Inn (N)
Thornberry Country Club (R,E)
Scorpion Bay Marina (N,E)

■ Housing

UWGB Residence Hall (N,E)
Integrated Community Services (R)



INDUSTRIAL

■ Food Processing

Unilever (E,N,R)
JBS (E,N,R)
Foremost Farms (E)
McCain Foods (E)
American Foods Group (R,E)
Winona Foods (N,E)
Schreiber Foods (R)
Grande Cheese (E)
Birds Eye Foods (E)
Land-O-Lakes (E)
Churney Cheese (E)

■ Trucking/Transportation

Schneider National, Inc. (N,R)
Penske Trucking (N)
Austin Straubel Int'l Airport (E)
Gundrum Co-op (E)
Via Rail (E)

■ Warehousing/Distribution Buildings

SCA Tissue (E,N,R)
Conway Arkansas (N)
Shopko (N)
Little Rapids (N,E)

■ Energy/Power

University of Wisconsin (E,R)
Bemis/Curwood (E)
Wisconsin Public Service (R,E)
US Filter (N,E)
Siemens (E)
Madison Gas & Electric (E)
Renewergy (E)

■ Forest Products

PCA (E)
Clarion Fiber (N,E)
Algoma Hardwoods (E)

■ Boat / Marine

Carver Boat (R,E)
Skipper Marine Development (R,E,N)



CLIENT BASE & TYPE OF PROJECTS

Key: R = Remodeling
N = New Building
E = Engineering



Ace Marine/U.S. Coast Guard (R,N)
Marinette Marine (R,E)

■ Arc Flash

Watertown Wastewater Treatment Plant (E)
Gerber (E)
CBC Coatings (E)
Goodyear (E)
Cardinal IG (E)
Hexion (E)
Toro (E)
Precision Paper Converters (E)
Bussman (E)
Milprint (E)
Perfercseal (E)
Watertown Treatment Plant (E)
Land-O-Lakes (E)
Grede Foundries (E)
Coating Excellence International (E)
Stemco (E)
Madison Gas & Electric (E)
Foremost Farms (E)
Avery Dennison (E)
SCA (E)
Bemis/Curwood (E)
Austin Straubel Airport (E)
Placon (E)
Metal Craft of Mayville (E)
Great Northern Corp. (E)
State of Wisconsin (E)
Madison Gas & Electric (E)
Placon (E)
Laminations (E)
Sturm Foods (E)
Ripon Printers (E)
Fall River Foundry (E)
Precision Paper (E)
Schumann Printers (E)

■ Chemical

Aldrich Chemical (R,E)
Cook Composites & Polymers (E)
EKA Chemical (E)
Cambridge Chemical (E)

■ Freezer / Cooler

Atlas Cold Storage (N)
Unilever (E,N,R)
Winona Foods (N,E)
Tippman Group (N,E)
Northland Cold Storage (E)
Versa Cold (E)

■ Manufacturing

Green Bay Packaging (N)
Tufco (N,E)
MEGTEC Systems (E)
Little Rapids (N,E)
LaForce (N)
Wisconsin Film & Bag (R,E)
PCMC (R,E)
Kohler Company (E)
Pennywise Solutions (E)
Square D (E)
General Electric (E)
Groeschel Company (E)
Hoffmaster (E)
Sanamax (E)
Great Lakes Calcium (E)
Key Railroad (E)
Creative Forming (E)
WS Packaging (E)
BASF Corporation (E)
Zorn Compressor (R)
Carneuse Lime & Stone (E)
American 3-Tab (E)
Compusteel Detailing (E)

■ Plastics

Bemis/Curwood (E)
Wisconsin Film and Bag (E)

CLIENT BASE & TYPE OF PROJECTS

Key: R = Remodeling
N = New Building
E = Engineering



Evco Plastics (N,R)

■ Foundry

Waupaca Foundry (E)
Neenah Foundry (E)
Brillion Foundry (E)
Badger Foundry (E)

■ Paper

Procter & Gamble (N)
Green Bay Packaging (E,R,N)
ST Paper (N,E)
Kimberly Clark (N,R,E)
SCA (E,N,R)
Georgia Pacific (N,E)
Fort James (E)

Little Rapids (N,E)
Fraser Paper (E)
Shawano Paper (E)
Menasha Corporation (E)
Menomonie Paper (E)
Tomahawk Paper (E)
Rhineland Paper (E)
Great Northern Container (E)
Smurfit-Stone (E)
Neenah Paper (E)
Thilmany (E)
Precision Paper (E)
Outlook Group (R,E)

DESIGN & CONSTRUCTION



■ Contractors

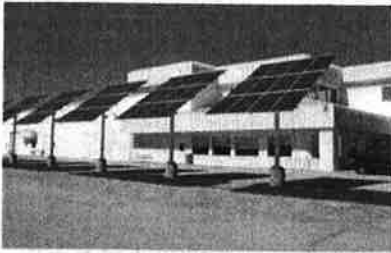
DeLeers Construction Inc.
(N,R,E)
Howard Immel, Inc. (N,R,E)
Selmer Construction (N,R,E)
Miron Construction (R,E)
Schuh Construction (N,R,L)
Boldt Construction (N,R)
Bassett Mechanical (E)
Spirit Construction (N)
Construction 70 (N,R)
CR Meyer (N,R)
R&R Steel (E)
HJ Martin (R,E)
Heyrman Construction (E)
Schoen Construction (E)
SBS Plumbing (E)
AZCO (E)
Calmes Construction (N)
Hurckman Mechanical (E)
Keller (E)
VOS Electric (E)
Robinson Metals (E)

■ Architects/Engineers

Performa (E)
Holasek Architecture(N)
Key Engineering (E)
Hoffman Inc. (N,E)
Martinson Architects (N,E)
Somerville Inc. (N)
McMahon Engineers/Architects
(E,N,R)
BACT (E)
Jedson Engineering (E)
Abacus (E)
Baisch Engineering (E)
Hitech (E)

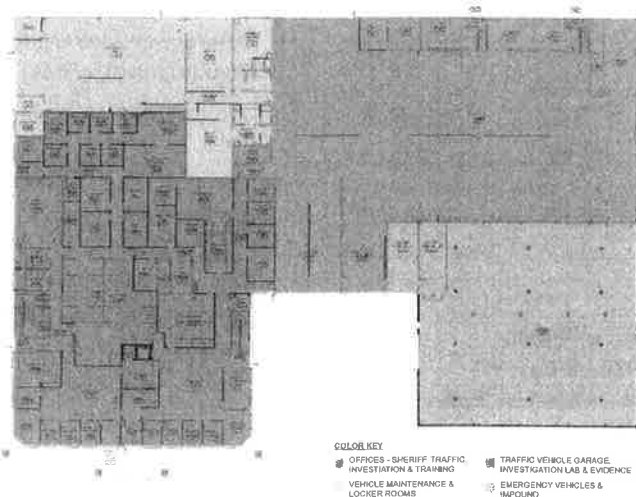


BROWN COUNTY SHERIFF'S OFFICE



Description:

- Brown County was investigating new locations for their Sheriff Department. The existing downtown location was crowded, in multiple facilities, some leased, and inconvenient to highways and outlying communities.
 - Raasch provided architectural and engineering evaluations, preliminary planning and construction cost estimating services to assist the county in their vetting process of the S&L property.
- The final design included:
 - Extensive remodeling and 9,000 SF addition
 - See plan below for programmed spaces
 - LEED Certification is being attempted
 - Focus on Energy rebates

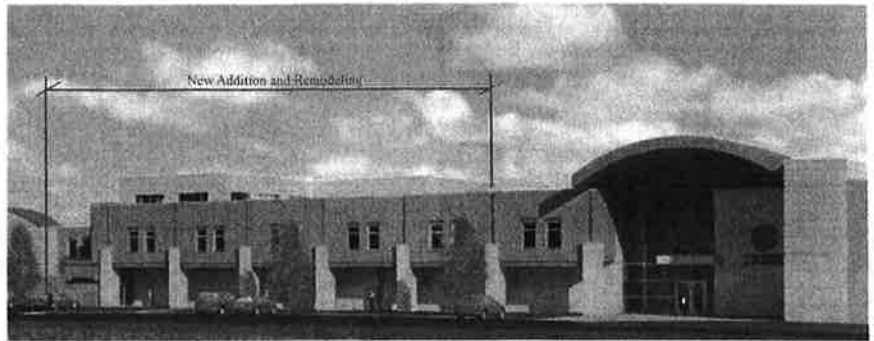


PROJECT TYPE: Public
LOCATION: Green Bay, WI
CLIENT NAME: Brown County
SIZE: 45,500 SF - Existing
9,000 SF - New
COMPLETION DATE: 2011
SERVICES PROVIDED:

- Architectural
- Engineering

Raasch
ENGINEERS | ARCHITECTS

BROWN COUNTY COMMUNICATIONS CENTER



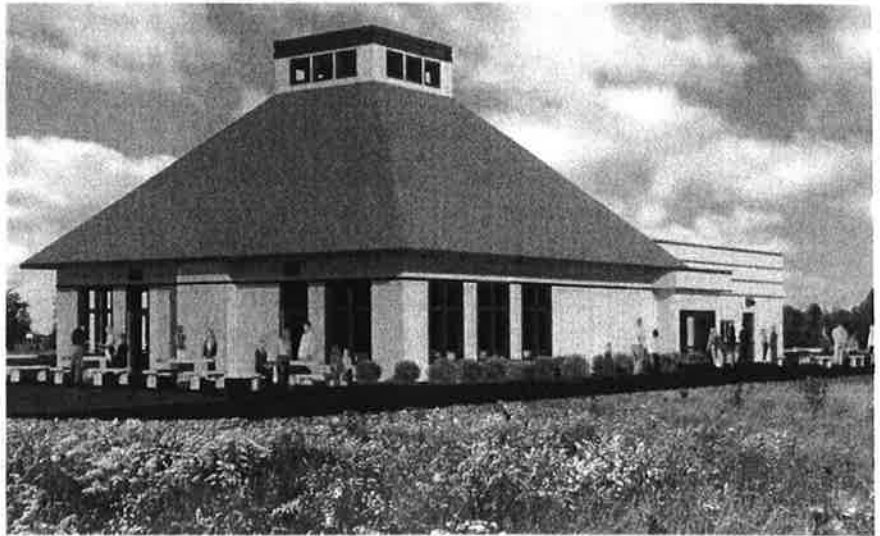
Description:

- The new Brown County Communications Center is a two-story addition added to the existing Brown County Jail. The 11,100 SF addition on the second floor is built over the single story jail and includes the 18'-0" height natural daylighted clearstory Operations Center and offices. The first floor includes all secure stand-alone equipment for the center. The 4,000 SF remodeling includes new EOC, Emergency Government, backup IS for the county and training center.
- The project received LEED Silver Certification.
- Specialty areas include:
 - 911 Operations Center
 - Administrative Offices
 - Training Center
 - 911 Server, Radio and Telephone Equipment Rooms
 - Emergency Operations Center (EOC)
 - Emergency Government Offices
 - Redundant Information Systems (IS)

PROJECT TYPE: Public
LOCATION: Green Bay, WI
CLIENT NAME: Brown County
SIZE: 11,000 SF
COMPLETION DATE: 2009
SERVICES PROVIDED:

- Architectural
- Engineering

N.E.W. ZOO - MAYAN TASTE OF THE TROPICS FOOD COURT

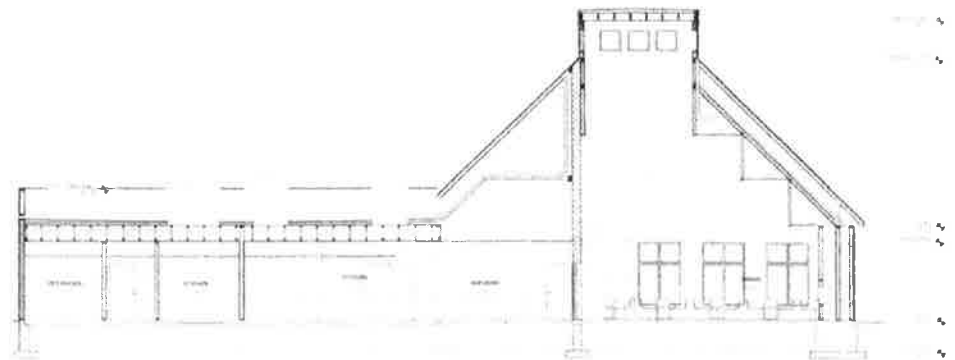


Description:

■ The 4,500 SF food court building was designed to look like a "Mayan Temple" and located to move zoo patrons from the main entrance/ ticketing/gift shop building to the middle of the zoo for refreshments and meals. The building ultimately will be connected to a future rainforest exhibit structure.

■ Specialty areas include:

- Dining
- Kitchen
- Queueing
- Aquarium
- Fireplace



PROJECT TYPE: Hospitality/Restaurant

LOCATION: Suamico, WI

CLIENT NAME: NEW Zoo-Brown County

SIZE: 4,500 SF

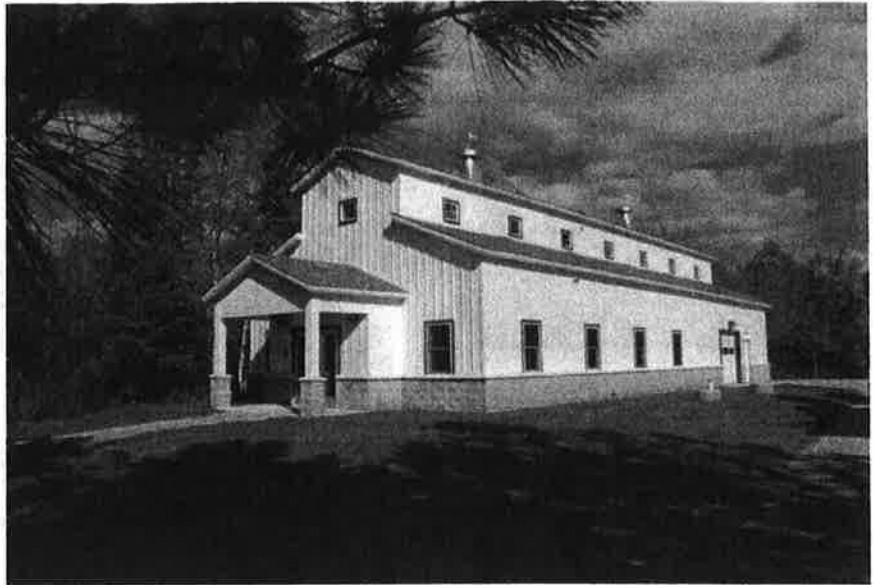
COMPLETION DATE: 2009

SERVICES PROVIDED:

- Architectural
- Engineering

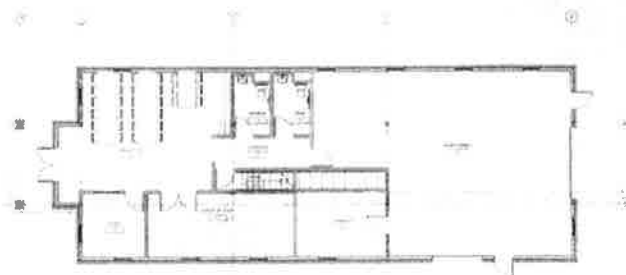
Raasch
ENGINEERS | ARCHITECTS

L. H. BARKHAUSEN WATERFOWL PRESERVE



Description:

- The project is a 2,500 SF multi-purpose building located in the Barkhausen Waterfowl Preserve buildings complex in Suamico, WI. The building, with its unique but simple design is wood frame with cement board siding & masonry wainscot detailing.
- The owner originally proposed an inexpensive storage facility. The finished project has become the feature building in the preserve.
- Specialty areas include:
 - Project space
 - Aqua Culture
 - Office
 - Maintenance space



PROJECT TYPE: Public
LOCATION: Suamico, WI
CLIENT NAME: Brown County
SIZE: 2,500 SF
COMPLETION DATE: 2005

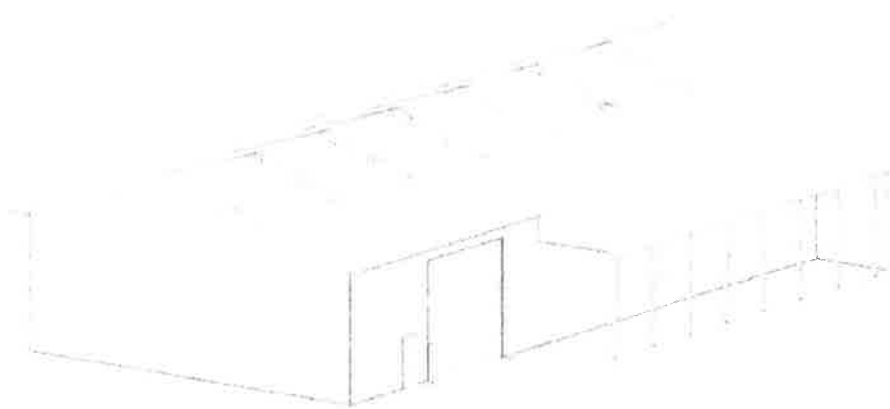
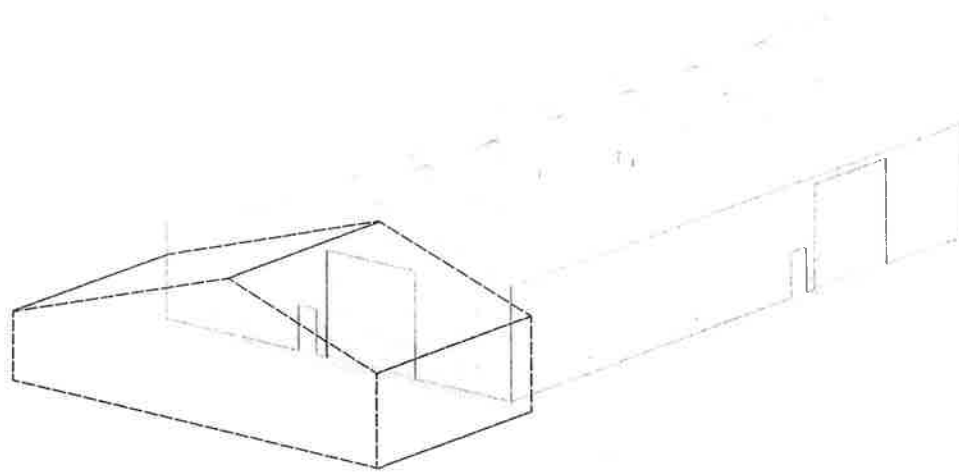
SERVICES PROVIDED:

- Architectural
- Engineering

Raasch
ENGINEERS | ARCHITECTS

■ BIM & MAINTENANCE BUILDING

- Our firm drew the bid documents for the Reforestation Camp Maintenance Building. These documents were produced in Autodesk Revit (BIM). We already have the model available for our use to make architectural decisions in this pre-design phase of the project.



GARY L. SCHNEIDER

Architect, President



PROFESSIONAL DATA

B.S. Architectural Studies:
University of Nebraska

Master Studies in Architecture:
London, England

Registered Architect:
AL, AZ, CO, FL, GA, ID, IL, IN, IA, KS,
MD, MN, MO, NV, NC, OH, PA, SC,
TN, TX, UT, VA, WA, WI

NCARB Certified

**CSI CCS Certified Construction
Specifier**

QUALIFICATIONS

Over 31 years experience in architectural design. Experience in cost estimating and overall project coordination as well as various design projects, including industrial facilities, offices, schools, health care facilities, law enforcement and correctional facilities.

EXPERIENCE

Project Manager - Responsibilities include client contact and coordination, project development, construction documents, contract administration, quality control and specification writing. Establishes functional project programs, performs cost estimates, and insures timely design and construction for projects.

PROJECTS

■ Public

- Winnebago County - Oshkosh, WI
- Brown County - Green Bay
- Outagamie County - Appleton, WI
- State of Wisconsin - Locations Statewide
- City of Appleton - Appleton, WI

■ Business/Commercial

- Johnson Bank Building - Green Bay, WI
- Schneider National - Locations Nationwide
- Wis. Public Service - Green Bay, WI
- American Medical Security - Green Bay, WI
- LaForce Hardware & Mfg. - Green Bay, WI

■ Industrial

- Unilever - Covington, TN
- Procter & Gamble - Green Bay, WI
- Green Bay Packaging - DePere, WI
- SCA Tissue North America - Barton, AL
- Oconto Falls Tissue - Oconto Falls, WI
- Good Humor-Breyers - Locations Nationwide
- Kimberly Clark Corporation - Neenah, WI
- Atlas Cold Storage - Locations Nationwide
- Printpack - Rhinelander, WI; Villa Rica, GA
- JBS - Green Bay, WI

■ Health Care

- Aurora BayCare - Green Bay, WI
- Dr. Rasor Offices - New London, WI
- North Shore Foot and Ankle Clinic - Appleton, WI
- Washington Center Care Facility - New London, WI

■ Education

- Bellin College - Green Bay, WI
- Rasmussen College - Green Bay, WI
- UWGB Residence Hall - Green Bay, WI
- Wisconsin Indianhead Technical College - Ashland, WI

■ Hospitality/Restaurant

- Uprisings - Green Bay, WI
- Titledown Brewing - Green Bay, WI

RON (BEAR) DANIEL

Electrical Engineer, P.E.

Vice President, Electrical & Process Engineering



PROFESSIONAL DATA

B.S. Electrical Engineering:
Iowa State University

Registered Professional Engineer:
AZ, GA, IA, IL, MA, MD, MI, MN, NV,
SC, WI

Member: ISA,

QUALIFICATIONS

Over 40 years experience in electrical, steam and power, process design, installation, and project management, plus plant maintenance and engineering management. Bear has a unique combination of extensive hands-on experience & an advanced educational background with state-of-the-art training in medium to high voltage electrical systems, DCS, PLC's, drive systems, steam and power, process piping and instrumentation. Through his diverse experiences, Bear can see the O&M point of view as well as engineering's.

Bear has advanced training in electrical arc flash hazard analysis including OSHA requirements, NFPA 70E, IEEE 1584 and NESC 2007. Bear has held numerous arc flash hazard training classes for industrial users, state agencies and utilities. Bear has designed electrical systems up to and including 38KV, including distribution, generation, controls and protection.

Bear has been plant maintenance and engineering manager for large paper mills with responsibility for boiler operations and maintenance.

PROJECTS

■ Public

- State of Wisconsin - locations statewide
- Brown County - Green Bay, WI
- Outagamie County - Appleton, WI

■ Business/Commercial

- Schneider National - Woodhaven, MI

■ Arc Flash Hazard Studies

- Wis. Public Service - locations statewide
- Foremost Farms, USA - locations nationwide
- Avery Dennison - locations nationwide
- SCA Tissue - Menasha, WI
- State of Wisconsin, DOA/DSF - locations statewide
- University of Wisconsin - Oshkosh & Green Bay
- Cardinal Glass - locations statewide
- Great Northern Corporation - locations nationwide

■ Steam & Power

- Waupun Correction Institute
- State of Wisconsin DSF
- M B Clarion
- Georgia Pacific
- Kimberly Clark
- Stone Container
- GE Compression Division

■ Industrial

- Procter & Gamble - Green Bay, WI
- Green Bay Packaging - DePere, WI
- SCA Tissue North America - locations nationwide
- Oconto Falls Tissue - Oconto Falls, WI
- Georgia-Pacific Corp - Port Edwards, WI
- Kimberly Clark Corporation - Neenah, WI
- MacMillan Bloedel Clarion - Shippensburg, PA
- Unilever/Good Humor-Breyers Ice Cream - locations nationwide
- Aldrich Chemical - Milwaukee, WI
- McLeod USA - locations nationwide
- Stone Container - locations nationwide
- McCain Foods, USA - Plover, WI

Health Care

- Bellin Clinic, Bellevue, WI
- Washington Center - New London, WI

ROSS DIEDERICH

Mechanical Engineer, P.E.



PROFESSIONAL DATA

B.S.M.E. :

University of Wisconsin - Madison

Professional Engineer:

WI, OH

LEED AP

QUALIFICATIONS

Pipe Stress analysis for DSF No.04L1E, 04L1R, 04L1S, 04L1T, and 04L1Y – Air Pollution Control Projects.

Pipe Stress analysis for new boiler delivery piping at Alkar-Raridpak

Simulated model and analyzed chilled water piping for Kohler Company Campus in Kohler, Wisconsin. Designer for piping modifications including demolition and installation drawings.

Pipe stress analysis for installation of boiler piping of Boiler 4 and Boiler 5 at UWGB

Ross is an engineer designing HVAC and plumbing systems for commercial, public, medical, educational and industrial projects. He does necessary field verification and drafting to develop bid and installation drawings for these systems.

PROJECTS

■ Public

- Winnebago County - Oshkosh, WI
- Brown County - Green Bay
- Outagamie County - Appleton, WI
- Shawano County - Shawano, WI
- State of Wisconsin - Locations Statewide

■ Business/Commercial

- Schneider National Data Center - Green Bay, WI
- Wis. Public Service - Green Bay, WI
- Smith Barney - Green Bay, WI
- Neighborworks - Green Bay, WI
- WS Packaging - Green Bay, WI

■ Industrial

- Unilever - Covington, TN
- Procter & Gamble - Green Bay, WI; Box Elder, UT
- Green Bay Packaging - DePere, WI
- Kohler Company - Kohler, WI
- Packerland Packing - Green Bay, WI
- Good Humor-Breyers - Sikeston, MO
- SCA - Neenah & Menasha, WI
- Printpack - Rhinelander, WI; Villa Rica, GA

■ Health Care

- Dr. Rasor Offices - New London, WI
- Aurora Bay Care - Green Bay, WI

■ Education

- Bellin College of Nursing - Green Bay, WI
- Rasmussen College - Green Bay, WI
- Lincoln Hills and Copper Lake Schools - Birch, WI
- Green Bay School District - Green Bay, WI

■ Hospitality/Restaurant

- NEW Zoo Mayan Food Court - Suamico, WI
- Comfort Suites - Green Bay, WI
- Skipper Marine Development - Locations Nationwide

JASON WIJAS

Electrical Engineer, P.E.



PROFESSIONAL DATA

Bachelor of Science:

University of Wisconsin - Platteville

Registered Engineer:

MD, TN, TX, VA and WI

QUALIFICATIONS

Jason has been working as an engineer in the electrical and process design area since 2005. His background includes preparation of detailed studies, coordination of vendor/client design interface, and on-site field verification and check out assistance.

EXPERIENCE

Short Circuit Studies, Arc Flash Analysis, Industrial/Commercial Facilities, Lighting Design, Protective Device Coordination, ASHRAE/IES 90.1 Energy Code Compliance, Power Distribution Design, Emergency and Backup Power Systems Design

PROJECTS

■ Public

- Austin-Straubel Airport - Green Bay, WI
- State of Wisconsin - Locations Statewide
- Brown County 911 Call Center - Green Bay, WI
- Madison Gas & Electric - Madison, WI

■ Business/Commercial

- WS Packaging Corporation - Green Bay, WI
- Wisconsin Public Service - Locations Statewide
- Miller-Bradford & Risberg - Negaunee, MI
- Schneider National - Locations Nationwide

■ Industrial

- Green Bay Packaging - DePere, WI
- SCA Tissue North America - Neenah & Menasha, WI
- Stemco - Longview, TX
- Good Humor-Breyers - Locations Nationwide
- Avery-Dennison - Locations Nationwide
- Kell Container/Great Northern Corporation - Chippewa Falls, WI
- Bemis/Curwood - Locations Nationwide
- Coatings Excellence International - Wrightstown, WI
- Gerber Products - Reedsburg, WI
- Grede Foundries - Locations Nationwide
- McCain Foods - Plover, WI
- Metalcraft - Mayville, WI
- Placon - Madison, WI
- Brakebush Brothers - Westfield, WI
- Printpack - Rhinelander, WI
- Cardinal Glass - Locations Statewide
- Land O'Lakes - Spencer, WI
- Goodyear - Sun Prairie, WI
- JBS - Green Bay, WI
- Pacon Corporation - Appleton, WI
- WinCup - Tolleson, AZ

THOMAS M. KATERS

Civil Designer



PROFESSIONAL DATA

**Associates degree in
Mechanical Design:**
Northeast Wisconsin Technical College

WinSLAMM v10
TR55

Member:
Village of Bellevue
Board of Trustees

Brown County
Board of Supervisors

QUALIFICATIONS

Tom has over 19 years of experience covering Civil, Structural, Architectural and Mechanical Design. He has also built a solid rapport with WDNR personnel and Green Bay area municipalities and has a strong understanding of their requirements.

PROJECTS

■ Public

- Outagamie County - Appleton, WI
- State of Wisconsin - Waupun, WI; Winnebago, WI
- Brown County - Bellevue, WI; Green Bay, WI

■ Business/Commercial

- Johnson Bank - Green Bay, WI
- WS Packaging Group, Inc. - Green Bay, WI
- Schneider National - Locations Nationwide
- Salon Spa Aura - Green Bay, WI
- Miller-Bradford & Risberg - Negaunee, WI
- Fusion Integrated Solutions - Green Bay, WI
- United Healthcare Services, Inc. - Green Bay, WI

■ Industrial

- Procter & Gamble - Green Bay, WI
- Green Bay Packaging - DePere, WI
- Wisconsin Film and Bag - Shawano, WI
- Printpack - Rhinelander, WI; Villa Rica, GA
- Unilever - Covington, TN
- JBS - Green Bay, WI
- Paper Converting - Green Bay, WI

■ Health Care

- Aurora Baycare Hospital - Green Bay, WI

■ Education

- St. Norbert College - Gehl-Mulva Science Center - DePere, WI
- Bellin College of Nursing - Green Bay, WI

■ Hospitality/Restaurant

- NEW Zoo, Mayan Food Court - Suamico, WI

November 26, 2014

Mr. Jeff Oudeans
Brown County Public Works – Facility Management
2198 Glendale Avenue
Green Bay, WI 54303

Re: Brown County Southwest Branch Library Addition

Dear Jeff,

Boldt Technical Services (BTS) appreciates the opportunity to submit this proposal for Design & Engineering Services for an addition to the Brown County Southwest Branch Library, located at 974 Ninth Street in Green Bay, WI.

Our proposal includes complete Architectural, Structural, Civil/Site, HVAC, and Electrical design services for these projects.

Project Description

Brown County is considering a 1,100 square foot addition to the Southwest Branch Library. The addition will be located on the Northeast side of the building. There will be minimal renovation to the existing facility, which would include a maximum of two (2) door openings in the existing exterior wall. We anticipate that the building addition will be equipped with HVAC and Electrical systems that are independent of the existing building systems.

Services Provided by Boldt Technical Services

BTS proposes to provide Architectural, Structural, Civil/Site, HVAC, and Electrical design services which will include:

1. Review Existing Conditions. Review project requirements with owner and confirm existing conditions with field measurements as necessary. Owner will provide as-built drawings of the existing facility, if available.
2. Building Code Review. Review local and state building codes as applicable to the proposed work.
3. Schematic and Design Development. Work with Brown County to verify building program, preparing schematic and design development documents for review and approval prior to preparing final construction documents. Owner reviews will occur after 50% and 100% document completion. An estimated cost of construction will be provided during design development for comparison with the owner's budget.
4. Final Design & Construction Documents. Prepare complete Architectural, Structural Civil/Site, HVAC, and Electrical documents and technical specifications. HVAC and Electrical specifications will be included on the drawings and not in the project manual. The project will be submitted to the state of Wisconsin for approval. The project is also anticipated to be bid at the completion of the design services.

5. Civil/Site Approvals. Submit design documents to the City of Green Bay for Site Plan and Erosion Control approvals.
6. Construction Administration. Provide design and technical support to the contractor and review submittals and shop drawings. Periodic site observations will be performed to become familiar with the progress and quality of the Work completed. At the completion of construction a punch list site visit will be performed. At the conclusion of close-out activities a redlined, as-built drawing set will be requested and turned over to the County.

Services Provided by Others / Clarifications

The following services and items are not included in Boldt Technical Services' base pricing, however, these services can be provided for additional cost upon request:

1. HVAC and Electrical design to upgrade the HVAC and Electrical systems in the existing building.
2. Plumbing design. Based on the preliminary layout, plumbing design is not anticipated.
3. Fire Protection design. An automated fire sprinkler system is not present in the existing building, and is not anticipated to be required for the new addition.
4. No wetlands are assumed to be present.
5. Geotechnical services.
6. Civil survey.
7. Legal costs.
8. Owners insurance.
9. Owner administrative cost.
10. Building permits and related local and state fees.
11. Hazardous materials report.

Schedule

Boldt Technical Services anticipates the following design schedule:

Submit Initial Bid	November 24, 2014
Contract Award/Notice to Proceed (NTP)	Within 2 weeks of proposal submittal
Schematic Design Complete (SD)	1 – 2 weeks after NTP
Design Development Complete (DD)	2 – 3 weeks after approved SD
Construction Documents Complete (CD)	3 – 4 weeks after approved DD

Pricing

BTS proposes to provide the design and engineering services listed above for a lump sum prices as follows:

- Schematic Design / Code Analysis: \$4,800
- Design Development / Construction Documents / Construction Administration: \$22,400
- Total: \$27,200

Proposal Acceptance

Information and pricing presented in this proposal is valid for a period of 30 days from the date of the proposal. After this time, Boldt Technical Services reserves the right to re-evaluate the proposal and adjust accordingly.

We appreciate the opportunity to present this proposal and look forward to working with you on these projects. Should you have any questions, or require further information, please feel free to contact me at 920/225-6130.

Respectfully Submitted,



David K. Sachs, P.E.
Vice President

Cc: File
David Delfosse